



"Serving Texas Since 1893"

TEXAS ANIMAL HEALTH COMMISSION JOB ANNOUNCEMENT

Position Title: Accounts Payable Accountant

State Classification/Title/Salary Group: 1016 / Accountant III / B17

Monthly Salary Range: \$3082.00 - \$3250.00 per month
(Salary Commensurate with Experience)

Position Location: Central Office, Austin, Texas

Position Duration: 2 years (September 1, 2015 – August 31, 2017)

Job Posting #: 15-32

FLSA Status: Non-Exempt

Opening Date: August 11, 2015

Closing Date: Open Until Filled

General Description:

Serves as an Accounts Payable Accountant for the agency processing agency invoices payable. Works under limited direction with extensive latitude for the use of initiative and independent judgment. Reports to the Assistant Director of Financial Services and provides customer support to internal and external customers.

Essential Job Functions:

- Prepares reports regarding agency expenditures.
- Receives, documents, and records invoices on a daily basis.
- Receives, documents, and records employee travel vouchers on a daily basis.
- Reconciles agency travel reimbursements against internal accounting systems.
- Researches accounting errors and resolves discrepancies.
- Researches vendor inquiries about payment status.
- Responsible for verifying and releasing Uniform Statewide Accounting System (USAS) transactions.
- Assists in maintaining the Texas Identification Number System (TINS) by adding new vendors, updating existing vendors, and setting up direct deposit account information.
- Assists in the auditing of accounting and financial documents for accuracy and compliance with departmental policies and procedures, along with state and federal statutes.
- Assists in the reviewing of agency accounting records, such as expenditure, fund, appropriation, and revenue collection records, to ensure agency assets are accounted for properly.
- Assists with preparation and entry of accounts payable vouchers as needed.
- Assists in the preparation of the Annual Financial Report, the agency's Strategic Plan, and the Legislative Appropriations Request.
- Serves as backup in retrieving, formatting, and distributing daily reports.
- Maintains revenue and expenditure voucher records and accurate document logs in Excel templates.
- Provides technical assistance to staff in handling accounting transactions.

- Performs all other related duties as assigned.
- Provides customer services by assisting public through office phone rotation.

Minimum Qualifications:

Education and Experience:

- Graduation from an accredited four-year college or university with course work in accounting, business administration, finance, or a related field.
- Two years of general accounting/bookkeeping work required.
- Education and relevant experience may be substituted for college degree on a year-for-year basis.
- *Experience working with document entry in USAS preferred.*

Knowledge, Skills and Abilities:

- Ability to analyze financial data and develop Excel spreadsheets and Word documents.
- Ability to analyze problems and develop and present alternative solutions.
- Ability to communicate both verbally and in writing.
- Ability to work accurately with numerical details in a high volume setting.
- Ability to manage multiple priorities.
- Skill in performing work in an accurate, reliable and accountable manner.
- Ability to work efficiently, and in a dependable, organized and productive manner in order to plan and arrange workload to meet schedules and deadlines.
- Ability to work as a team member in a courteous and effective manner.
- Proficient in the use of personal computers for financial analysis, including spreadsheet and word processing applications.

IMPORTANT: *The TAHC is an emergency response agency.* This position is subject to participate in rotating duty assignments away from its regular headquarters for up to two weeks at a time. This duty may involve working in adverse conditions; may require irregular working hours and overtime; and may include duties other than those specified in the standard position description.

APPLICATION PROCEDURES

Completed and signed State of Texas Application for Employment must be received by the closing date, unless the position is posted "until filled." Application forms and instructions are available on our web site at www.tahc.texas.gov, or the web site of the Texas Workforce Commission at www.twc.state.tx.us.

Submit fully completed and signed applications to TAHC Human Resources, P.O. Box 12966, Austin, TX 78711-2966 (2105 Kramer Lane, Austin) or email to human.resources@tahc.texas.gov. Phone **800-550-8242, ext.702 or 512-719-0702. *Only interviewed applicants will receive notice of the final disposition of the selection process.***

The Texas Animal Health Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, or disability in employment or in the provision of services. In compliance with the Americans with Disabilities Act, any requests for reasonable accommodation needed during the application process should be communicated by the applicant to our Human Resources Department (512) 719-0700. For a telecommunications relay service for the hearing impaired, please dial 711. At time of hire, selected applicants must show proof of eligibility to work in the U.S. in compliance with the Immigration Reform and Control Act. Proof of eligibility to work in the U.S. will be confirmed using E-Verify. All males who are age 18 through 25 and required to register with the Selective Service must present proof of registration or exemption from registration upon hire.

An Equal Opportunity Employer